

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

September 4, 2007

CALL TO PODIUM:

Pete Geiling

RESPONSIBLE STAFF:

Pete Geiling
Jim Arnoult

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract for Construction of a Storage Shed at the Public Works Facility (\$163,300)

SUPPORTING BACKGROUND:

Request: This is to request the Mayor and City Council authorize the City Manager to enter into a construction contract with Hopkins & Wayson, Inc. for a 5,000 square foot Storage Shed at Public Works Facility.

Background: City staff hired CDS Architectural Design to develop a design and specifications for a 5,000 square foot storage building. The purpose of the facility is to store equipment and materials for the Parks and Street Maintenance operations. Upon review, verification, and completion of the specifications, the project was Advertised on May 24, 2007. Two bids were received on June 20, 2007. The bids ranged from \$148,300 to \$259,500. City staff checked references and obtained a Dunn and Bradstreet report for the low bidder. References received from other local governments were very good and indicate that the selected bidder Hopkins & Wayson, Inc., has the experience and resources required to perform the scope of work within the required forty five (45) calendar day schedule.

Bidders	Bid Tabulation
Hopkins & Wayson, Inc.	\$148,300
Molina Construction, Inc.	\$259,500

Fiscal Impact: There are sufficient funds budgeted in the Public Services Facility Capital Budget, CIP 72-2 for construction costs. City staff recommends an additional \$15,000 be allocated for a construction contingency of approximately ten percent (10%). The total requested allocation is \$163,300.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling Date of City Council Meeting: September 4, 2007

AUTHORIZING

Purchase _____ Award Contract ☒ Transfer Funds _____ Negotiate / Execute a Contract _____

RFP INFORMATION:

Advertisement Date May 24, 2007

Newspaper(s) Washington Post

Bids Received (date) June 20, 2007

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Award a contract for construction services for the Storage Shed Building at Public Work IFB No. 2007-022; C.I.P. No. 72-2

CONTRACTED/PURCHASE FROM:

Company Name: Hopkins & Wayson

Street Address: 601 Keith Lane

P. O. Box Number: _____

City/State/Zip: Owings, MD 20736

CONTRACT/PURCHASE AMOUNT: \$163,300

Check One: In the Estimated Amount of _____ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget ☒

Acct. # 301-3149-591000, CIP 72-2 Storage Shed Building at Public Work

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept. _____ Date _____

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A
CONTRACT FOR CONSTRUCTION OF A
STORAGE SHED AT THE PUBLIC WORKS FACILITY

WHEREAS, an Invitation for Bid (IFB) for Construction Services for the Storage Shed at the Public Works Facility was duly advertised in the May 24, 2007, issue of the *Washington Post*, and bids were received on June 20, 2007; and

WHEREAS, the bids were reviewed and references checked according to the criteria in the IFB; and

WHEREAS, Hopkins & Wayson, Inc., was the lowest responsive and responsible bidder; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the firm meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to execute a contract for construction of a Storage Shed at the Public Works Facility to Hopkins & Wayson, Inc. 601 Keith Lane, Owings, Maryland 20736, in the estimated amount of One Hundred and Forty-Eight Thousand Three Hundred Dollars (\$148,300) plus a construction contingency of Fifteen Thousand Dollars (\$15,000) for a total encumbrance of One Hundred and Sixty-Three Thousand Three Hundred Dollars (\$163,300); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 4th day of September, 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 4th day
of September, 2007.

David B. Humpton, City Manager